REQUIRED DOCUMENTS FOR THESIS SUBMISSION

In addition to the submission of an acceptably formatted electronic thesis or dissertation (ETD), the following documents must be received by the Office of Graduate Education- Thesis Coordinator via Email (thesis@grad.gatech.edu) on or before the published deadlines in order for you to graduate in a given semester. Deadlines may be found at **grad.gatech.edu/theses-dissertations-deadlines**

DOCTORAL STUDENTS

Certificate of Thesis Approval form via DocuSign [filled out and signed by Committee and Department]

Doctoral Dissertation Information [OPTIONAL]: Doctoral students may elect to submit the abstract of their dissertation or the entire dissertation to Dissertation Abstracts for processing and distribution. Students should discuss this option with their major professor prior to making a decision to utilize this service. Students choosing this option may access the Proquest (UMI) website for more information or to obtain the appropriate agreement form. The Graduate School is no longer involved in this process.

1 Copy of Abstract- emailed to thesis@grad.gatech.edu [See Thesis Manual]

1 Copy of Cover Page- emailed to thesis@grad.gatech.edu [See Thesis Manual]

Survey of Earned Doctorates form, completed ONLINE. Print online "certificate of completion" and email to thesis@grad.gatech.edu

SmarTech Repository Agreement Form - via DocuSign

Withholding Request of Dissertation for One Year- via DocuSign (form signed by advisor)
[If that option was chosen on the ETD Data Form]

[optional] Waiver of Enrollment form, signed by department via DocuSign

MASTER STUDENTS

Certificate of Thesis Approval form via DocuSign [filled out and signed by Committee]

Withholding Request of Thesis for One Year via DocuSign (form signed by advisor)
[If that option was chosen on the ETD Data Form]

SmarTech Repository Agreement Form via DocuSign

[optional] Waiver of Enrollment form, signed by department via Docusign

NOTES:
- Letters of Completion are issued by the Registrar's Office. Please see their website for more information and requirements.
- Commencement Attendance Form is no longer required but, if you intend to participate in commencement, you must contact ICPA-Special Events regarding important Commencement attendance information for your advisor (or the person who will hood you instead of your advisor) approximately 5 weeks before Commencement. See Commencement Website for more information.

If you have any questions regarding deadlines or any of the documents listed above, contact the Office of Graduate Education- Thesis Coordinator (318 Savant Building) via e-mail at thesis@grad.gatech.edu